

# EMPLOYER REGISTRATION FORM

This form should be used to register with easifleet and/or easi salary packaging (ESP) to offer Novated Lease to your employees.

(Tick One)

- Register for easifleet Novated Lease and Easi Salary Packaging Bureau - Complete Part A (i,ii &iii) only
- Register for easifleet Novated Lease and you engage a third party Salary Packager - Complete Part A (i&ii) only
- Register for easifleet Novated Lease and you don't use a Salary Packager - Complete Part A (i&ii) and Part B

## PART A (i) COMPANY DETAILS

Full Company Name	ABN
Physical Address	
Postal Address	
Primary Phone Number	Contact person for Accounts/ (to receive lease invoices)
Contact details for Accounts (Phone)	Contact details for Accounts (Email)
Third Party Salary Packager Name	

## PART A (ii) AUTHORISED SIGNATORIES (Persons who are authorised to sign Lease documents on behalf of the Employer)

Authorised Signatory 1 Full Name	Authorised Signatory 1 Position
Signature of Auth Signatory 1	Date Signed
Authorised Signatory 2 Full Name	Authorised Signatory 2 Position
Signature of Auth Signatory 2	Date Signed

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## PART A (iii) PAYROLL INFORMATION (Easisalary Packaging)

Name of Payroll Officer	Position of Payroll Officer
Email of Payroll Officer	Telephone Contact of Payroll Officer
Usual Payroll Frequency	
Next Payroll Date	
Easisalary Packaging bureau Fee (see page 5, point 4) should be charged (tick one)	
<input type="checkbox"/>	Include in Easifleet Novated Quote
<input type="checkbox"/>	Charge to Employee in Salary Packaging Invoice
<input type="checkbox"/>	Charge to Employer in Salary Packaging Invoice

## DIRECTORS DECLARATION

I declare that the information provided is true and accurate to the best of my knowledge and that I agree to the terms & conditions of the Direct Debit Authority and/or Easisalary Packaging, where completed, contained herein.

Name of Director	
Signature (Director)	Date

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## PART B DIRECT DEBIT AUTHORISATION FORM (Do not complete if you use, or will engage a Salary Packager)

To: easifleet Management

I/we request that monies due in accordance with payment arrangements contained in the easifleet Management Agreements and Terms & Conditions for Maintained Novated Lease, duly authorised by the undersigned or nominated/authorised agent be drawn under the direct debit system until further written notice or until the natural expiry of each managed contact expires.

### ACCOUNT DETAILS

BSB	Account No
Account Name	
Financial Institution	

### FIRST SIGNATURE

Name	
Signature	Date

### SECOND SIGNATURE

Name	
Signature	Date

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## PART B FLEET MANAGEMENT DIRECT DEBIT STANDING AUTHORITY -TERMS & CONDITIONS.

### DIRECT DEBIT STANDING AUTHORITY ARRANGEMENTS

easifleet will send you a tax invoice each month; detailing the vehicles fleet managed and the amounts applicable to each; to be direct debited from your nominated account(s)

If you need to nominate more than one bank account for different vehicles under an authority; you should do so by completing Appendix A and identifying each vehicle and nominating a bank account to draw on accordingly. Otherwise, easifleet will continue to draw from the account identified below for future additions to your fleet.

Direct debits are drawn on the 24th day of each month, never earlier.

We reserve the right to cancel the easifleet Payment drawing arrangements if three or more drawings are returned unpaid by your nominated Financial Institution and to arrange with you an alternate payment method.

We will keep all information pertaining to your nominated account at the Financial Institution, private and confidential.

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### YOUR RIGHTS

- You may cancel this authority at any time by providing easifleet 14 days notice in writing.
- Where you consider that a drawing has been initiated incorrectly (outside the easifleet Payment arrangements) you should advise us immediately.

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### YOUR RESPONSIBILITIES

- It is your responsibility to ensure that sufficient funds are available in the nominated account to meet your Invoice obligations each month.
- It is your responsibility to ensure that the authorisation given to draw on the nominated account(s), is identical to the account signing instruction held by the Financial Institution where the account is based.
- It is your responsibility to advise us if the account nominated by you to receive the easifleet Payment drawings is transferred or closed.
- It is your responsibility to arrange with us a suitable alternate payment method if the easifleet Payment drawing arrangements are cancelled either by yourselves or the nominated Financial Institution.

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## PART A (iii) EASISALARY PACKAGING (ESP) – TERMS & CONDITIONS

1. ESP will provide the following services to The Employer
  - 1.1. Administer and provide payroll composition advice for Employee payroll deductions.
  - 1.2. Administer and provide periodic Tax Invoices in line with payroll deductions
  - 1.3. Disburse funds to Easifleet in accordance with Lease contractual obligations, where Employee package funds permit
  - 1.4. Reconcile Employees package back to the Employee and Employer
  - 1.5. Monitor the FBT position of Employees on a quarterly basis.
  - 1.6. Provide an annual FBT summary to the Employer, by Employee, by Benefit.
2. Whilst ESP will receive and accept direction on the recovery of FBT amounts via payroll, from Employees. Fringe benefits tax liabilities will at all times remain the responsibility of the Employer to recover from the Employee as applicable.
3. The Employer and in-turn an Employee under a Novated arrangement, whether past or present, indemnifies ESP from any claims, penalties or charges in relation to late or non-payment of contracts or in any way connected with the Novated Lease or their Salary Package thereto.
4. A weekly bureau fee of \$5.00 (subject to change with notice) will be charged as part of each Employee's managed salary package. Unless otherwise advised within this application, this fee is payable in addition to the Novated Lease Quotation, by the employee.
5. The Employer must advise ESP in writing where an Employee is going to; or has resigned their position, at least 3 day prior to processing the Employees final pay, if any calculation or adjustment for FBT or any account is required.